

Collation & Goods in/out Operative

Overview

The role is responsible for the collation, assembly and finishing of manufactured products to specification, alongside supporting Goods In/Out operations. Duties include receiving, checking, storing, picking, packing and dispatching goods, as well as operating forklifts and other material-handling equipment. The post holder ensures products are quality-checked, accurately processed, safely handled and correctly recorded at all stages prior to dispatch.

Key Responsibilities

Collation & Finishing

- Review individual job requirements and communicate any problems or obstacles to your line manager.
- Keep stock levels to an agreed minimum, communicate any shortfalls early and clearly to line manager.
- Assemble manufactured products to job specifications, following safety guidelines and completing full functionality and quality checks prior to packaging.
- Check picking sheets against products to ensure goods are packed correctly, securely and labelled accurately for delivery.
- Monitor the assembly process to ensure jobs are accurately completed, identifying, troubleshooting and correcting issues to achieve consistent high-quality finishes.
- Update MIS system with production status of all jobs and their progress.

Goods In / Goods Out

- Receive incoming deliveries, unload goods safely and check quantities and condition against delivery paperwork.
- Book goods in accurately using internal systems and allocate stock to the correct storage or racking locations.
- Pick, pack and prepare goods for dispatch in line with picking lists, delivery schedules and customer requirements.
- Ensure outgoing goods are correctly packaged and labelled for collection.
- Liaise closely with production, print, cutting and warehouse colleagues to prioritise workload and meet dispatch deadlines.
- Report any delivery discrepancies, damages or shortages promptly to the Goods In/Out Manager.

Forklift & Material Handling

- Operate counterbalanced forklift and other material-handling equipment safely and responsibly.
- Load and unload vehicles using a forklift, ensuring all loads are stable, secure and handled in accordance with training and site procedures.
- Transport materials and finished goods between production areas and storage locations efficiently and safely.
- Carry out daily pre-use checks of forklifts and report any defects, damage or maintenance issues immediately.

Health, Safety & Housekeeping

- Contribute to a safe working environment by following Environmental, Health & Safety policies and procedures at all times.
- Ensure issued PPE is worn correctly and report any safety concerns or incidents to the Office Manager or Goods In/Out Manager.
- Keep racking, assembly areas, warehouse floors and surrounding workspaces clean, tidy and well organised.
- Ensure all materials, equipment, tools, forklifts and PPE are properly stored and secured after use.
- Identify opportunities for continuous improvement, increased efficiency and waste reduction, and support the implementation of improvements.

Skills and Qualifications

- Ability to understand, follow and accurately implement written and verbal instructions.
- Strong attention to detail with a focus on quality, accuracy and consistency.
- Good organisational and problem-solving skills, with the ability to prioritise workloads and meet deadlines.
- Ability to work independently as well as part of a team with minimal supervision.
- Good level of physical fitness, including manual handling and standing, bending or lifting for sustained periods.
- Forklift licence (counterbalance) desirable, or willingness to undertake training

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all responsibilities, tasks, and duties and may be amended at any time at the sole discretion of the company.